

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER IV
GENERAL MAINTENANCE DIVISION
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of senior-level and crew leader maintenance duties as required in General Maintenance Division. Work involves performing a variety of maintenance, repair, finishing, excavating, grounds, utility, and vehicle operation; leading and assigning work to maintenance workers on job sites; handling the responsibility for building maintenance and repairs; operating heavy equipment and power tools; finishing concrete; restoring catch basins and driveways; operating and driving heavy equipment and trucks; and performing work in emergencies. Reports to the General Maintenance Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Replaces, takes out, forms and finishes concrete such as sidewalks, curbs and gutters, driveway apron, handicap ramps, etc.

Makes traffic signs and street signs; designs, makes, and installs signs.

Pumps out elevator shaft.

Replaces traffic light bulbs.

Surveys and cleans storm drains and catch basins.

Clears trees and brush from street signs.

Maintains Town buildings; services heat/air-conditioning registers; replaces cover base molding; replaces light bulbs; replaces bathroom tile; resets door jams; repairs locks; hang and installs bathroom fixtures, soap dispensers, toilet paper holder, etc.; repairs mini-blinds; replaces and adjusts door closures; installs window air conditioner units; patches holes.

Paints Town facilities, interior offices, hallways, bathroom, stairways, handrails, etc.

Paints exterior Town Hall windows, rails, porches, traffic light pole, pedestrian poles, bush shelters, ballards, etc.

Installs holiday decorations.

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Repairs walls in catch basin; replaces blocks and catch basin tops.

Delivers trash bags to Finance Department.

Performs carpentry work such as renovating offices, moving walls, hanging doors, building book cabinets, hanging drywall/wood/metal, repairing or replacing rotten wood from bus shelters and exterior of Town Hall, etc.

Moves furniture; hauls contents to rental storage.

Installs and repairs guardrails.

Installs dead end barricades.

Hangs banners.

Delivers barricades; posts temporary "no parking" signs for block parties, Halloween parade, Fourth of July celebration, Viva Vienna Festival, etc.

Performs erosion control; places materials along eroded areas, creeks, ditches, etc.

Replaces and repairs roofs; makes trusses; lays shingles.

Mends fences.

Builds retaining walls, landscaping, etc.

Maintains benches, brick, rails, etc. along Maple Avenue and Church Street.

Cleans vehicles, tool shop, storage area, and bay area.

Calculates and order concrete.

Receives and/or reviews various records and reports such as work reports, verbal information, complaints, memorandums, etc.

Prepares and/or processes various records and report such as inventory, tool list, State reports, payroll, etc.

Refers to manual on Virginia Work Protection Manual, Manual on Uniform Traffic Control Devices, Town maps, State report revisions, flagging manual, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as backhoe, tandem dump truck, bucket truck, loader, bobcat, etc.

Uses a variety of tools such as small hand tools, chains saw, pole pruners, asphalt cutter, gas tamper, router, table saw, jig saw, etc.; a variety of supplies such as sheeting paper, paints, brushes, rollers, lumber, brick, block, etc.; and a variety of computer software such as Flexi 8, etc.

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Interacts and communicates with various groups and individuals such as the General Maintenance Supervisor, Police Department, Director of Public Works, Town Manager, and the general public.

ADDITIONAL JOB FUNCTIONS

Collects leaves using leaf machine.

Removes snow; spreads salt and/or sand.

Fills in for Supervisor when needed.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with three to four years of equipment operation experience; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a valid State Commercial Driver's License with related endorsements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including backhoes, ditching machines, boring machines, hydro-hammers, air compressors, shovels, rakes, hand tools, etc. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of informational documents. Requires the ability to prepare time cards and job descriptions, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Mechanics.

Numerical Aptitude: Requires the ability to add and subtract totals and to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automobiles, trucks and other equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the General Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Maintenance Worker IV. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the operation of motorized equipment used in construction and maintenance. Has knowledge of the standard methods, materials, and equipment employed in construction and maintenance operations. Has considerable knowledge of the occupational hazards and the safety precautions necessary for the proper operation of varied construction and maintenance equipment. Has considerable knowledge of the geography and of the location of roads and streets within the Town. Has thorough knowledge of the methods, materials, tools, and equipment used in road maintenance. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of proper English usage, vocabulary, spelling, and punctuation. Is able to make required mathematical computations. Has knowledge of applicable occupational hazards and safety precautions. Is able to operate trucks and heavy motorized equipment. Is skilled in the use of machine and hand tools. Is able to supervise and direct work crews. Is able to understand and

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follow oral and written instructions. Is able to make routine decisions independently in accordance with laws, regulations, and Town policies and procedures, and to solve problems, and answer questions. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements

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work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.